

QUICK SHEET: GRANTS DETAILS

Audience: Grantors (All Roles)

PURPOSE:

To instruct users on how to access the *Overview, Organization, History, Reports, Amendments, Messages, Restrictions, and Files* tabs.

GRANTS DETAILS KEY POINTS:

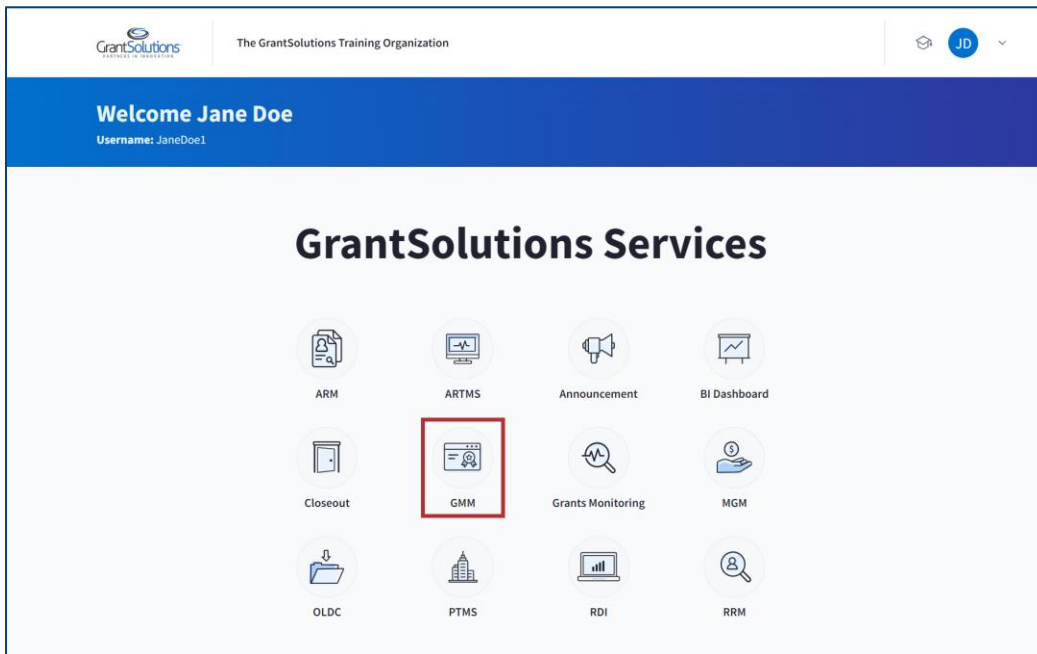
There are eight tabs in Grants List Details:

- **Overview:** Risk assessment warning, post-award actions, and current amendments in progress.
- **Organization:** Notice of award (NOA), recipient information, Recipient Data Insights, and Federal information.
- **History:** Application and NOA history.
- **Reports:** “*In the Works*”.
- **Amendments:** View and manage amendments.
- **Messages:** View, send, and reply to Grant Messages.
- **Restrictions:** Track funding restrictions.
- **Files:** Upload, download, search, and filter grant files.

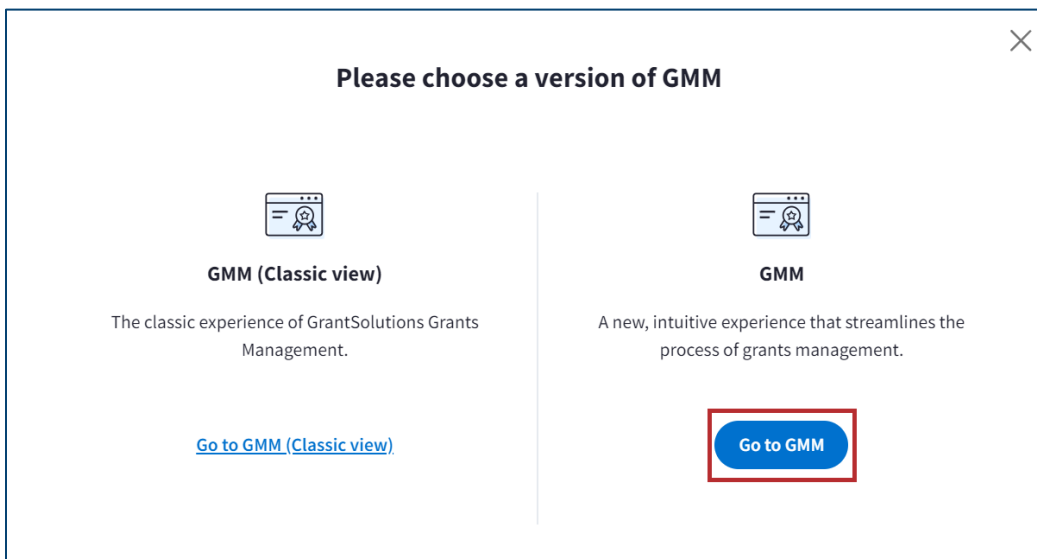
GRANTS DETAILS NAVIGATION:

To navigate to Grant Details, follow the steps below:

1. From the GrantSolutions “homepage”, click the **GMM** button.



2. The “GMM Navigation” window appears. Click the **Go to GMM** button.

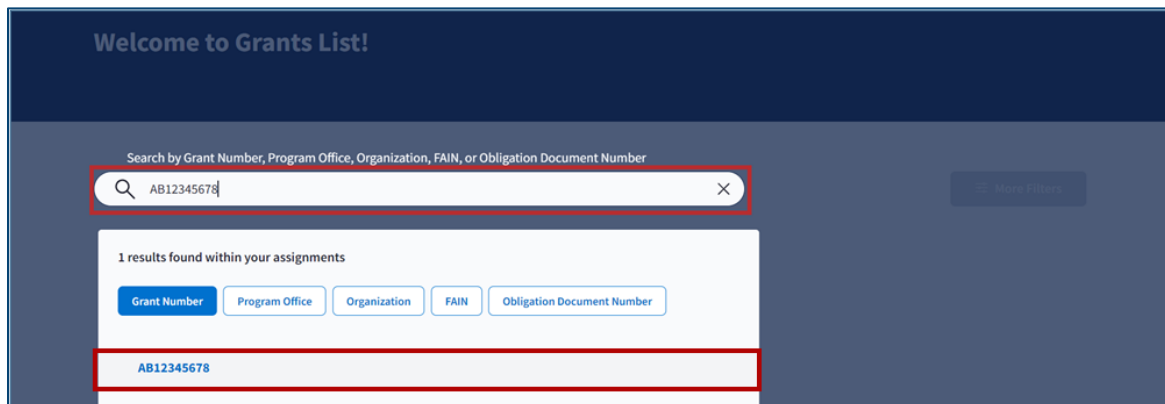


The “Grants List” screen appears.

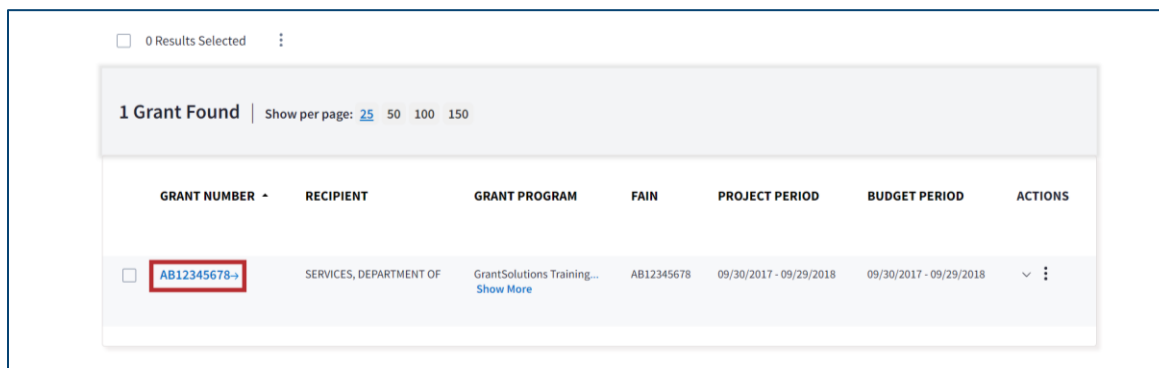


- From the “Grants List” screen, search for the grant number, then click the corresponding **grant number search result**.

Note: Users can search using a *Grant Number, Program Office, Organization, FAIN, or Obligation Document Number*. For more information about using the search field, refer to the “Grants List Search Quick Sheet”.



- The grant results table appears. Click the **grant number** hyperlink.

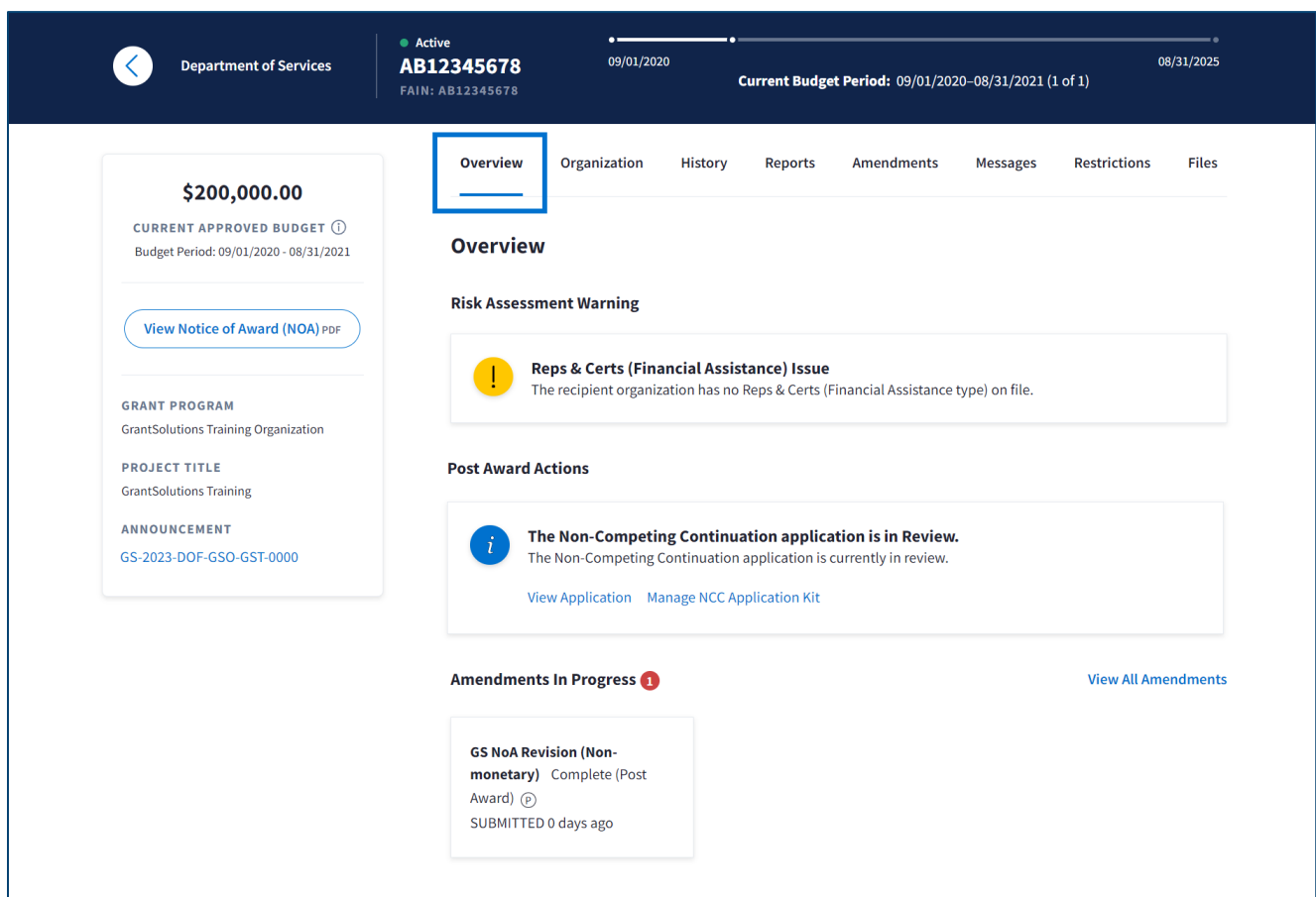


GRANT NUMBER	RECIPIENT	GRANT PROGRAM	FAIN	PROJECT PERIOD	BUDGET PERIOD	ACTIONS
AB12345678	SERVICES, DEPARTMENT OF	GrantSolutions Training... Show More	AB12345678	09/30/2017 - 09/29/2018	09/30/2017 - 09/29/2018	⌵ ⋮

GRANTS DETAILS TABS:

The Overview tab:


- **Risk Assessment Warning:** Notifies the user if the recipient has any reps & certs on file.
- **Post-Award Actions:** View the Non-Competing Continuation (NCC) application and manage the NCC application kit (if user has the appropriate role).
- **Amendments in Progress:** View the amendment type and status of up to 9 amendments in progress. Click *View All Amendments* to show all amendments managed in the account.



The screenshot shows the 'Overview' tab for a grant with ID AB12345678. The header includes the Department of Services, the grant ID, and the current budget period (09/01/2020 - 08/31/2021). The left sidebar displays the current approved budget of \$200,000.00, the grant program (GrantSolutions Training Organization), the project title (GrantSolutions Training), and the announcement (GS-2023-DOF-GSO-GST-0000). The main content area is divided into three sections: 'Risk Assessment Warning' with a yellow warning icon indicating that the recipient organization has no Reps & Certs (Financial Assistance type) on file; 'Post Award Actions' with an information icon stating that the Non-Competing Continuation application is in review, with links to 'View Application' and 'Manage NCC Application Kit'; and 'Amendments In Progress' with a red notification icon showing one amendment, 'GS NoA Revision (Non-monetary)' which is complete and was submitted 0 days ago. A link to 'View All Amendments' is also present.

The Organization tab:

- **View Notice of Award (NOA):** View, save, or print a PDF of the NOA.
- **Recipient Information:** Recipient Organization, Project Director, and Authorizing Official contact information.
- **Recipient Data Insight (RDI):** Snapshot of the organization's risk factors and a link to the RDI website.
- **Federal Information:** Program Office, Federal Project Officer, Financial Management Officer, Grants Management Officer, and Grants Management Specialist contact information.


Department of Services

Active
AB12345678
FAIN: AB12345678

09/01/2020

08/31/2025

Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1)

Overview
Organization
History
Reports
Amendments
Messages
Restrictions
Files

\$875,000.00
CURRENT APPROVED BUDGET ⓘ
Budget Period: 09/01/2020 - 08/31/2021
View Notice of Award (NOA) PDF

GRANT PROGRAM
GrantSolutions Training
PROJECT TITLE
GrantSolutions Training Project
ANNOUNCEMENT
GS-2020-GSTO-GST-GSTP-0000

Organization
View Notice of Award (NOA) PDF →
Issued: 07/29/2020
Action: New

Recipient Information

ORGANIZATION
Department of Services
EIN: 00-0000000
UEI: Not Available

PROJECT DIRECTOR
JD Jane Doe
AUTHORIZING OFFICIAL
JD John Doe

Recipient Data Insight View More Details ⓘ

SAM.GOV
Inconsistent To update

FEDERAL DEBT
Inconsistent To update

DO NOT PAY
Inconsistent To update

FAPIS
Inconsistent To update

REPS & CERTS
Inconsistent To update

EXCLUDED PARTIES
Inconsistent To update

Federal Information
Manage Project Assignments ⓘ

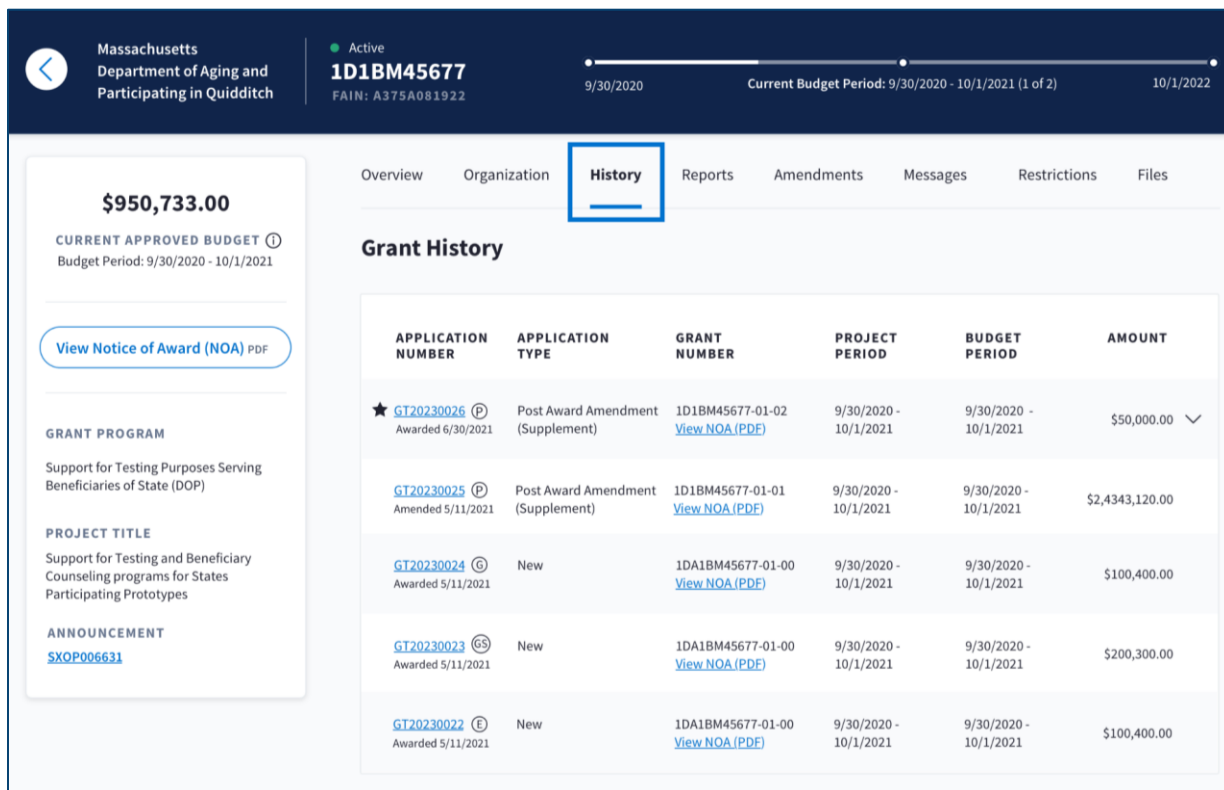
PROGRAM OFFICE
GrantSolutions Training

FEDERAL PROJECT OFFICER
JD Jane Doe
FINANCIAL MANAGEMENT OFFICER
JD John Doe

GRANTS MANAGEMENT OFFICER
JS John Smith
GRANT MANAGEMENT SPECIALIST
JS Jane Smith

The History tab:

The *Grant History* table displays applications associated with Grant Number. Users can view the *Application Number*, *Application Type*, *Grant Number*, *Project Period*, *Budget Period*, and *Amount* rewarded.



Massachusetts Department of Aging and Participating in Quidditch | Active | **1D1BM45677** | FAIN: A375A081922 | 9/30/2020 | Current Budget Period: 9/30/2020 - 10/1/2021 (1 of 2) | 10/1/2022

\$950,733.00
CURRENT APPROVED BUDGET ⓘ
Budget Period: 9/30/2020 - 10/1/2021

[View Notice of Award \(NOA\) PDF](#)

GRANT PROGRAM
Support for Testing Purposes Serving Beneficiaries of State (DOP)

PROJECT TITLE
Support for Testing and Beneficiary Counseling programs for States Participating Prototypes

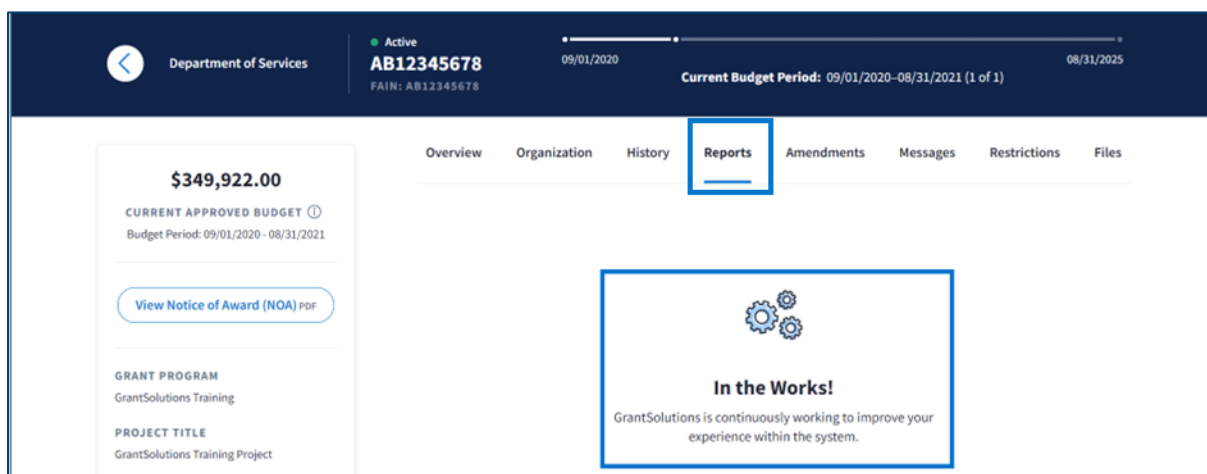
ANNOUNCEMENT
[SXOP006631](#)

Grant History

APPLICATION NUMBER	APPLICATION TYPE	GRANT NUMBER	PROJECT PERIOD	BUDGET PERIOD	AMOUNT
★ GT20230026 (P) Awarded 6/30/2021	Post Award Amendment (Supplement)	1D1BM45677-01-02 View NOA (PDF)	9/30/2020 - 10/1/2021	9/30/2020 - 10/1/2021	\$50,000.00 ✓
GT20230025 (P) Amended 5/11/2021	Post Award Amendment (Supplement)	1D1BM45677-01-01 View NOA (PDF)	9/30/2020 - 10/1/2021	9/30/2020 - 10/1/2021	\$2,434,120.00
GT20230024 (C) Awarded 5/11/2021	New	1DA1BM45677-01-00 View NOA (PDF)	9/30/2020 - 10/1/2021	9/30/2020 - 10/1/2021	\$100,400.00
GT20230023 (CS) Awarded 5/11/2021	New	1DA1BM45677-01-00 View NOA (PDF)	9/30/2020 - 10/1/2021	9/30/2020 - 10/1/2021	\$200,300.00
GT20230022 (E) Awarded 5/11/2021	New	1DA1BM45677-01-00 View NOA (PDF)	9/30/2020 - 10/1/2021	9/30/2020 - 10/1/2021	\$100,400.00

The Reports tab:

The “In the Works” message appears. The *Reports* tab is currently in development.



Department of Services | Active | **AB12345678** | FAIN: AB12345678 | 09/01/2020 | Current Budget Period: 09/01/2020 - 08/31/2021 (1 of 1) | 08/31/2025

\$349,922.00
CURRENT APPROVED BUDGET ⓘ
Budget Period: 09/01/2020 - 08/31/2021

[View Notice of Award \(NOA\) PDF](#)

GRANT PROGRAM
GrantSolutions Training

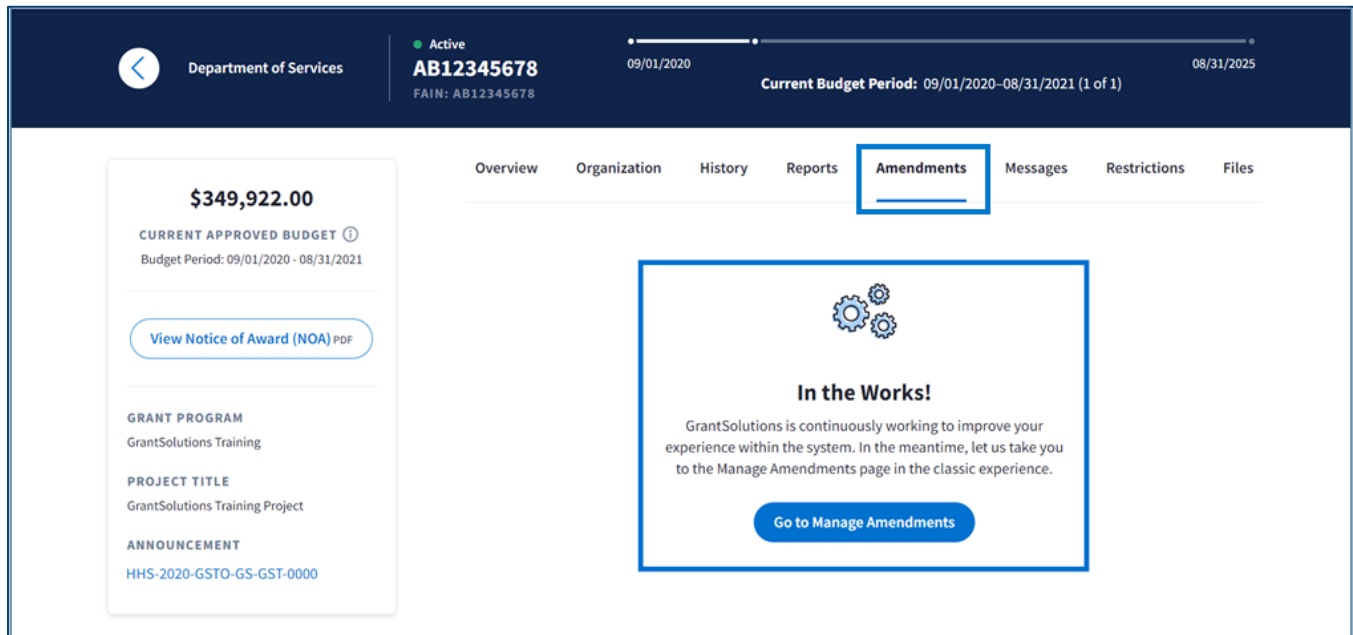
PROJECT TITLE
GrantSolutions Training Project

Reports

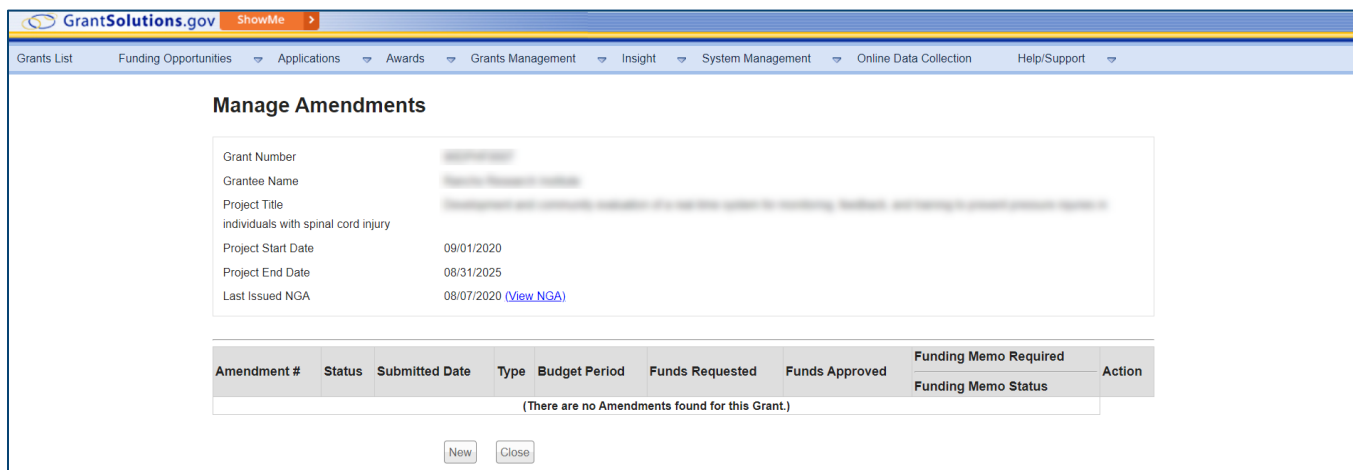
In the Works!
GrantSolutions is continuously working to improve your experience within the system.

The Amendments tab:

1. The “In the Works” message appears along with the *Go to Manage Amendments* button. Click the **Go to Manage Amendments** button.




The “Manage Amendments” screen appears in a new tab.



The Messages tab:

- **Create a Grant Message button:** Send grant messages to recipient or grantor users.
- **Search and Filter Grant Messages:** Search existing grant messages by subject; or filter grant messages by date, communication type, author, message status, or category.
- **Message Threads:** View, sort, and reply to message threads, which are an archive of original grant messages and their responses.


Department of Services

Active
AB987654321
12/31/2010

Current Budget Period: 12/31/2010–12/31/2025 (1 of 1)
12/31/2025

FAIN: AB654987312

Overview
Organization
History
Reports
Amendments
Messages
Restrictions
Files

\$49,999,527.90

CURRENT APPROVED BUDGET ⓘ
Budget Period: 12/31/2010 - 12/31/2025

View Notice of Award (NOA) PDF

GRANT PROGRAM
GrantSolutions Training

PROJECT TITLE
GrantSolutions Training Project

ANNOUNCEMENT
[HHS-2020-PSHP-GS-PTI-0000](#)

Create A New Grant Message

Search and Filter Grant Messages

Search by Subject

Hide Filters

Filters

Date Range
Select MM/DD/YYYY - MM/DD/YYYY

Communication Type
2 Selected

Author
Select


Message Status
Select

Category
Select

Apply Filters
Reset Filters

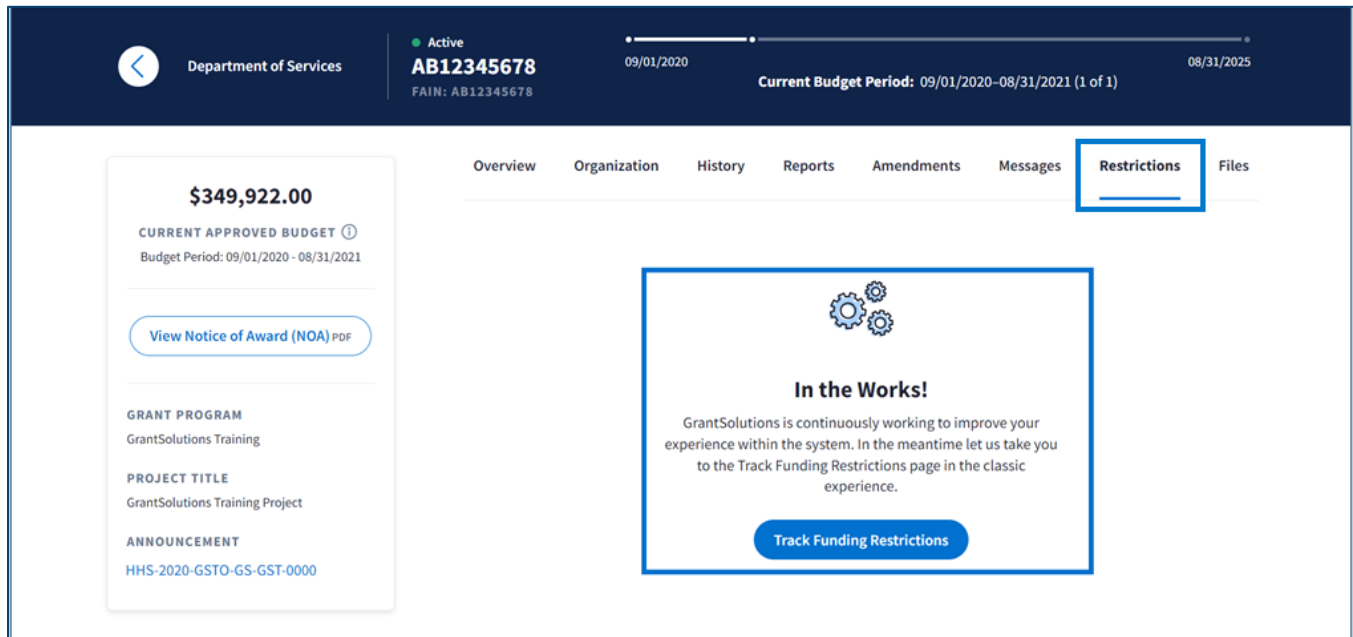
Message Threads 4

291 Message Threads
Show 25 per page

AUTHOR	SUBJECT	COMMUNICATION TYPE	CATEGORY	BUDGET YEAR / APPLICATION #	DATE / TIME	ACTIONS
Jane Doe	Selected Grants - Amendments	Correspondence	Bulk Message	Budget Year: 1 AB987654321	04/08/2025 05:59 PM EST	

The Restrictions tab:

1. The “In the Works” message appears along with the *Track Funding Restrictions* button. Click the **Track Funding Restrictions** button to access.



Department of Services

Active
AB12345678
FAIN: AB12345678

09/01/2020

Current Budget Period: 09/01/2020–08/31/2021 (1 of 1)

08/31/2025

Overview Organization History Reports Amendments Messages **Restrictions** Files

\$349,922.00
CURRENT APPROVED BUDGET ⓘ
Budget Period: 09/01/2020 - 08/31/2021

[View Notice of Award \(NOA\) PDF](#)

GRANT PROGRAM
GrantSolutions Training

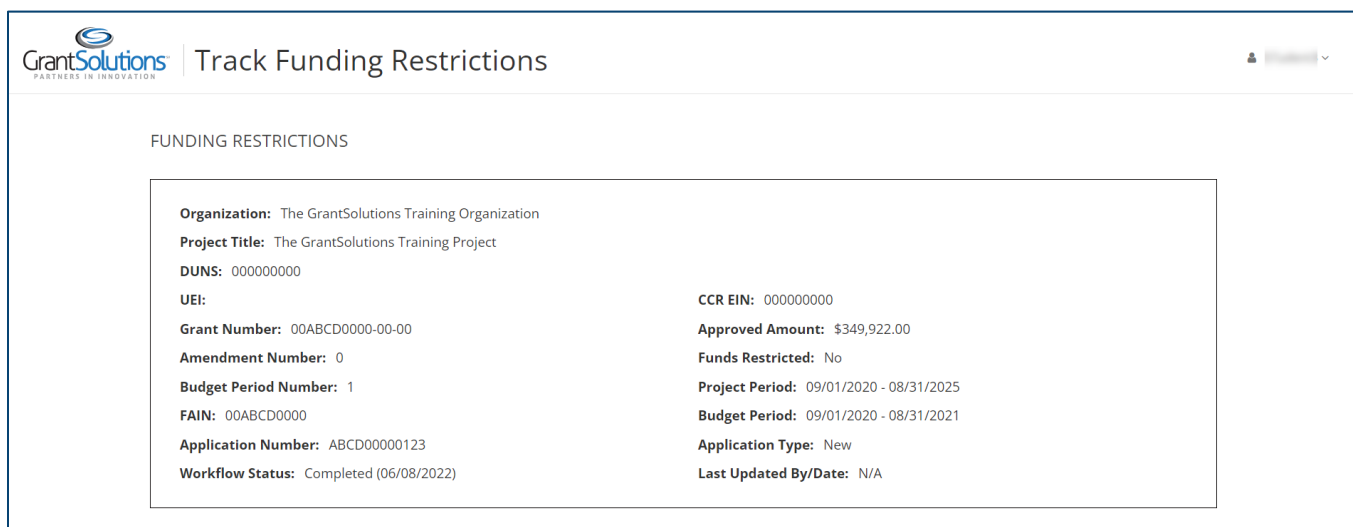
PROJECT TITLE
GrantSolutions Training Project

ANNOUNCEMENT
HHS-2020-GSTO-GS-GST-0000

In the Works!
GrantSolutions is continuously working to improve your experience within the system. In the meantime let us take you to the Track Funding Restrictions page in the classic experience.

[Track Funding Restrictions](#)

The “Track Funding Restrictions” screen appears.



GrantSolutions | Track Funding Restrictions

FUNDING RESTRICTIONS

Organization: The GrantSolutions Training Organization

Project Title: The GrantSolutions Training Project

DUNS: 000000000

UEI:

Grant Number: 00ABCD0000-00-00

Amendment Number: 0

Budget Period Number: 1

FAIN: 00ABCD0000

Application Number: ABCD00000123

Workflow Status: Completed (06/08/2022)

CCR EIN: 000000000

Approved Amount: \$349,922.00

Funds Restricted: No

Project Period: 09/01/2020 - 08/31/2025

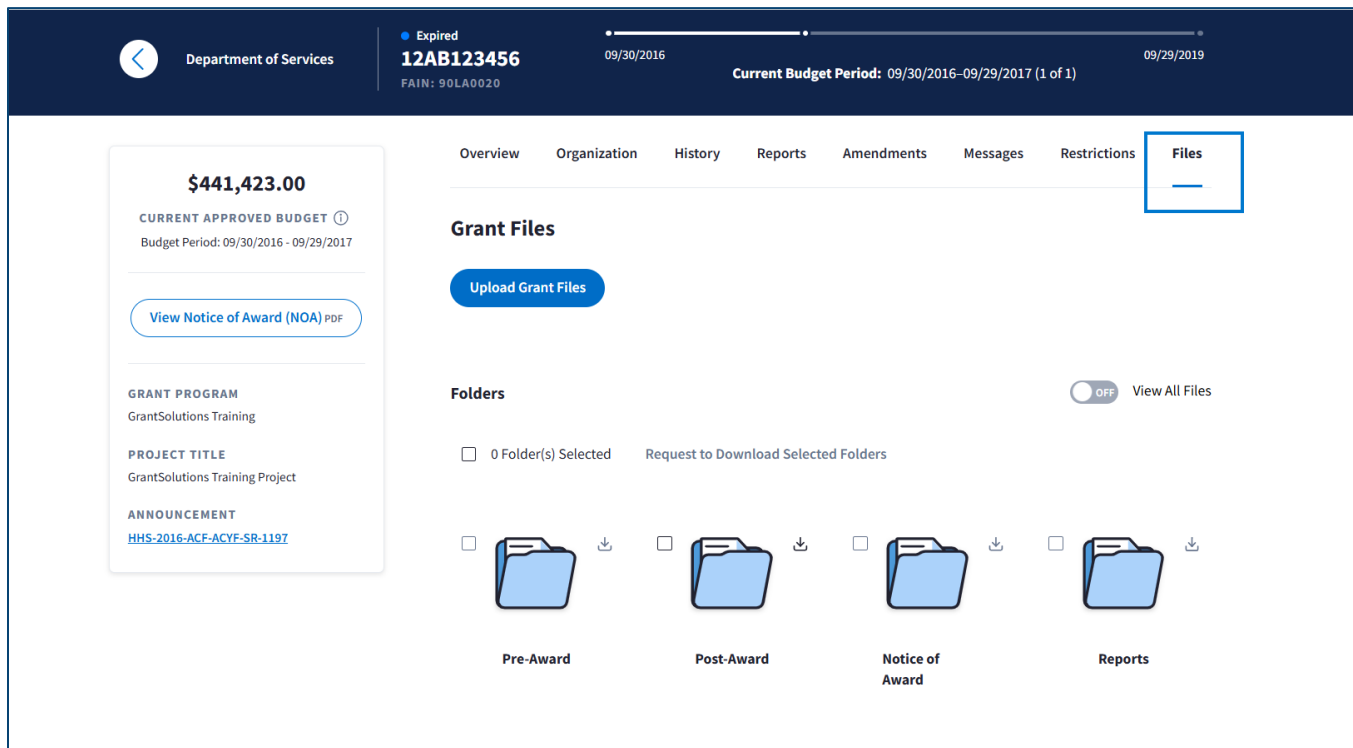
Budget Period: 09/01/2020 - 08/31/2021

Application Type: New

Last Updated By/Date: N/A

The Files tab:

- **Upload Grant Files button:** Upload files related to the grant to GrantSolutions.
- **Download icon:** Download files related to the grant by folder, such as pre-award, post-award, Notice of Award, reports, risk management, and closeout.



The screenshot displays the 'Files' tab for a specific grant. The top navigation bar includes a back arrow, 'Department of Services', grant details (Expired, 12AB123456, FAIN: 90LA0020, 09/30/2016), and the 'Current Budget Period: 09/30/2016-09/29/2017 (1 of 1)' with an end date of 09/29/2019. The main content area features a sidebar on the left with budget information (\$441,423.00), a 'View Notice of Award (NOA) PDF' button, and program details. The main panel has tabs for Overview, Organization, History, Reports, Amendments, Messages, Restrictions, and Files (which is highlighted). Under the 'Grant Files' section, there is an 'Upload Grant Files' button. Below this, a 'Folders' section shows a toggle for 'View All Files' (currently OFF) and a selection area with '0 Folder(s) Selected' and a 'Request to Download Selected Folders' link. Four folders are listed: 'Pre-Award', 'Post-Award', 'Notice of Award', and 'Reports', each with a download icon.